



To: All HOPWA Project Sponsors
From: Lisa Coffman, HOPWA Coordinator
Date: June 20, 2002
Re: Receipt of Payment Form

Notice: HOPWA 01-14

Effective June 27, 2002, Indiana Housing Finance Authority (IHFA) is requiring that HOPWA project sponsors submit a **Receipt of Payment Form** within 21 days of the direct deposit date to verify that all entities have been paid. A copy of the form is attached, you can also download the form on IHFA's website at www.indianahousing.org.

For the purposes of this form, we are defining entities as landlords, property management companies, consultants, subrecipients and administrators. In addition, Project Sponsors will be required to have a **Receipt of Payment** form signed for each draw received from IHFA.

IHFA will verify that you have submitted signed and dated **Receipt of Payment** forms equal to the amount paid on the corresponding direct deposit date. You have 21 days from the date of the direct deposit to submit the **Receipt of Payment** form totaling the amount received. If a **Receipt of Payment** form is not received, your entity will be placed on the IHFA Suspension List until this form is received.

IHFA will provide in-depth training on this new procedure at the HOPWA 2002 Start-Up Training on Thursday, July 11, 2002 from 10:00 a.m. – 2:00 p.m. at the Urban League, 777 Indiana Avenue, Indianapolis.

Any costs incurred with obtaining the **Receipt of Payment** form and providing documentation to IHFA is an eligible HOPWA administrative expense. If you have any questions or concerns regarding any information in this memo, please call me at (317) 233-1814 or (800) 872-0371 or contact via e-mail at lcoffman@ihfa.state.in.us.

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